

How to File a Complaint/Adversary Proceeding

1. Prepare the complaint and save it to .pdf.
2. Login to CM/ECF and select ADVERSARY from the Blue Bar Menu.



3. Select Open AP Case and click Next. NOTE – DO NOT USE THE COMPLAINT & SUMMONS EVENT TO INITIATE AN ADVERSARY PROCEEDING. THE COMPLAINT WILL DOCKET IN THE MAIN CASE AND AN ADVERSARY PROCEEDING WILL NOT BE OPENED. (If an AP is not opened, the summons and notice will not issue.)

Adversary Events

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4. A message will display regarding Expedited Complaints for Turnover and Notice of Removal. Click Next. Select Case type ap. Complaint is **n** if filing an expedited complaint for turnover or a removed action. For all other ap filings, select **y** for complaint. Click Next.

A screenshot of a web form titled 'Open Adversary Case' in a blue header. The form has a light blue background. It contains three dropdown menus: 'Case type' with 'ap' selected, 'Date filed' with '3/2/2005' selected, and 'Complaint' with 'y' selected. Below these are two buttons: 'Next' and 'Clear'. A mouse cursor is pointing at the 'Complaint' dropdown menu.

5. Enter the main (BK) case number and select Adversary as the association type. Click Next.

Open Adversary Case

Lead case number

Association type

6. If there is more than one case with the case number entered for the lead case, you will be prompted to associate the correct case number. Click the box next to the BK case number and click Next.

Open Adversary Case

The case number entered is not descriptive enough,

☒ 3-5-bk-1 - BIG BOI WALKER

☐ 3-5-ap-1 - nathan v. JAMES

7. You will be prompted to search for the party. Enter the last name or SSN and click Search. The results will display. If your party is listed, highlight the name and click Select Name from List; otherwise, click Create new party.

Party search results

WALKER, ANDRE
WALKER, BIG BOI
WALKER, GINGER MICHELLE
WALKER, JANE M
WALKER, SLEEPY BROWN
WALKER, WILL

8. If you selected a name from the list, the party information will display. If you are creating a new party, you must complete the party information. ***In both cases (existing or new party) you must indicate the party role as PLAINTIFF or DEFENDANT. Do not use debtor, creditor, trustee, or other party types.*** Add the attorney and click Submit.

Role

blank (blank:)

and alias

Submit button

- Cross Defendant (crd:pty)
- Cross-Claimant (crc:pty)
- Debtor (db:pty)
- Debtor In Possession (dbpos:pty)
- Defendant (dft:pty)
- Examiner (ex:prf)
- Financial Advisor (fa:prf)
- Interested Party (intp:pty)
- Interpleader (i:pty)
- Intervenor (inv:pty)
- Intervenor-Defendant (id:pty)
- Intervenor-Plaintiff (ip:pty)
- Joint Debtor (jdb:pty)
- Judge (jud:jud)
- Liquidator (liq:prf)
- Mediator (md:prf)
- Miscellaneous Proc. Movant/Pl (MiscProM:pty)
- Miscellaneous Proc. Respondent/Df (MiscProR:pty)
- Non-Filing Spouse (NFSpouse:pty)
- Other Professional (op:prf)
- Partner (ptrn:pty)
- Petitioning Creditor (ptcrd:pty)
- Plaintiff (pla:pty)**
- Realtor (r:prf)

9. Repeat the process of adding parties until all parties have been added. When finished, click End Party Selection.

Search for a party

SSN

Last/Business name

10. Complete the statistical information (that was provided on the AP Cover Sheet) – US is a Plaintiff, Defendant or not a Party; Nature of Suit; Origin; etc. Click Next.

Party code	3 U.S. not a Party
Nature of suit	454 (Recover Money/Property)
Origin	424 (Obj/Revocation Discharge 727)
Transfer date	426 (Dischargeability 523)
Class action	434 (Injunctive Relief)
Primary demand	435 (Validity/Priority/Extent Lien)
Amount (\$000)	454 (Recover Money/Property)
	455 (Revoke Plaintiff Confirmation)
	456 (Declaratory Judgment)
	457 (Subordinate Claim/Interest)
	458 (Approval For Sale)
	459 (Application For Removal)
	498 (Other Action)

Clear

11. Browse and attach your .pdf of the Adversary Proceeding Complaint. Add any attachments by clicking “0 Yes” next to Attachments to Document.

Select the pdf document (for example: C:\199cv5

Filename

Browse...

Attachments to Document: ☒ No ☐ Yes

Next Clear

12. Complete the fee information and add any additional nature of suit codes. Click Next.

Amount Due: Fee: \$150

If filing fee is deferred please type Fee deferred in

If filing fee is not required please type Fee not req

If there is an additional nature of suit please enter i

Next Clear

13. The docket text will display. Complete the text boxes as required. Click Next.


Docket Text: Modify as Appropriate.

Complaint by BIG BOI WALKER against JOJO JAMES Fee
Amount \$150. Filed by attorney8 , BIG BOI WALKER on
behalf of BIG BOI WALKER . Nature of Suit: 454 (Recover Money/Property).
(attorney8,)

14. The completed docket text will display. Click Next if correct to commit the entry or go back to correct. The Notice of Electronic Filing will display with the AP number.

Notice of Electronic Filing

The following transaction was received from attorney8, entered

Case Name: WALKER v. JAMES
Case Number: [3-05-00014](#)
Document Number: [1](#) 
Case Name: BIG BOI WALKER
Case Number: [3-05-00001](#)
Document Number: [3](#)